

**United States Department of the Interior  
Bureau of Land Management  
California State Office**

October 8, 2002

In Reply Refer To:  
1220(P)  
CA 944

EMS TRANSMISSION: 10/8/02  
Instruction Memorandum **No. CA 2003-002**  
Expires: 09/30/03

To: DSDs and Branch Chiefs  
  
From: Deputy State Director, Support Services

Subject: Review of CA Instruction Memoranda **DD: 10/25/02**

Attached is a list of CA Instruction Memoranda, with an expiration date of 9/30/2002, issued by each Division. Instruction Memoranda may be extended for one year only. Pertinent, ongoing instructional material should be rewritten in the form of a manual supplement. Information pertaining to this procedure may be obtained from the State Records Manager. Information Bulletins are self-expiring and may not be extended.

Indicate, in the left margin of each attached sheet, which Instruction Memoranda, with an expiration date of September 30, 2002, you wish to extend. A response, directed to Richard Erickson, is due no later than October 25, 2002 or no directives issued by your office will be extended.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

1 Attachment  
1 – Directives Listing (3 pp)

